Total Workforce Management Services (TWMS) Quick User Guide
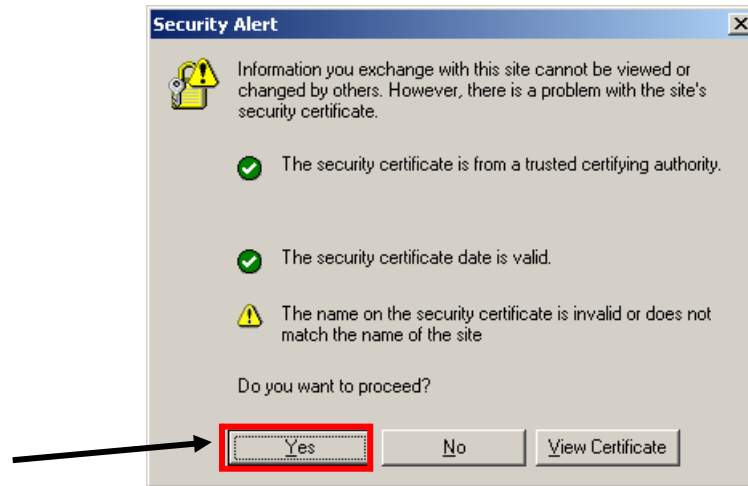
Managing Your CyberSecurity Workforce

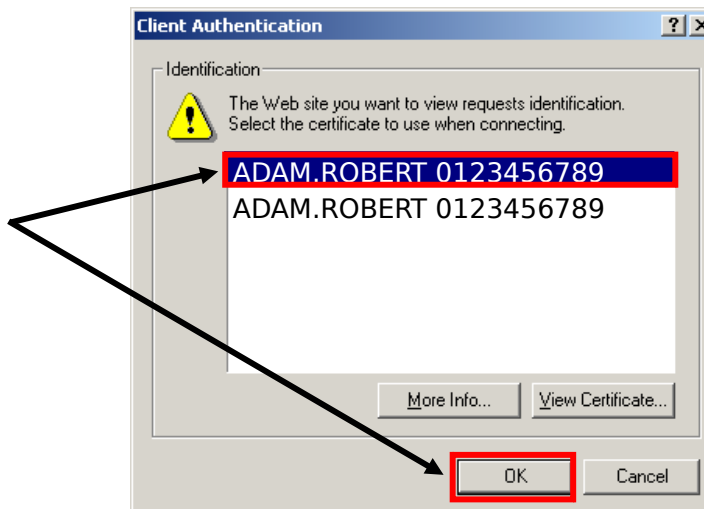# Applying for a TWMS Account

To apply for a TWMS account:

1. Make sure your Common Access Card (CAC) is inserted in its reader and then type the following URL in the address bar of your internet browser:

Address: https://twms.nmci.navy.mil/login.asp
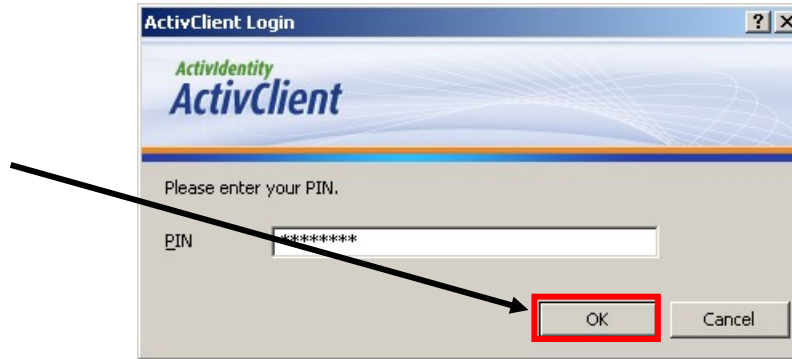
2. Click **Yes** if you get this dialog box.

3. Select the ID certificate from your CAC and then click **OK**. (In most cases it does not matter which certificate you choose.)
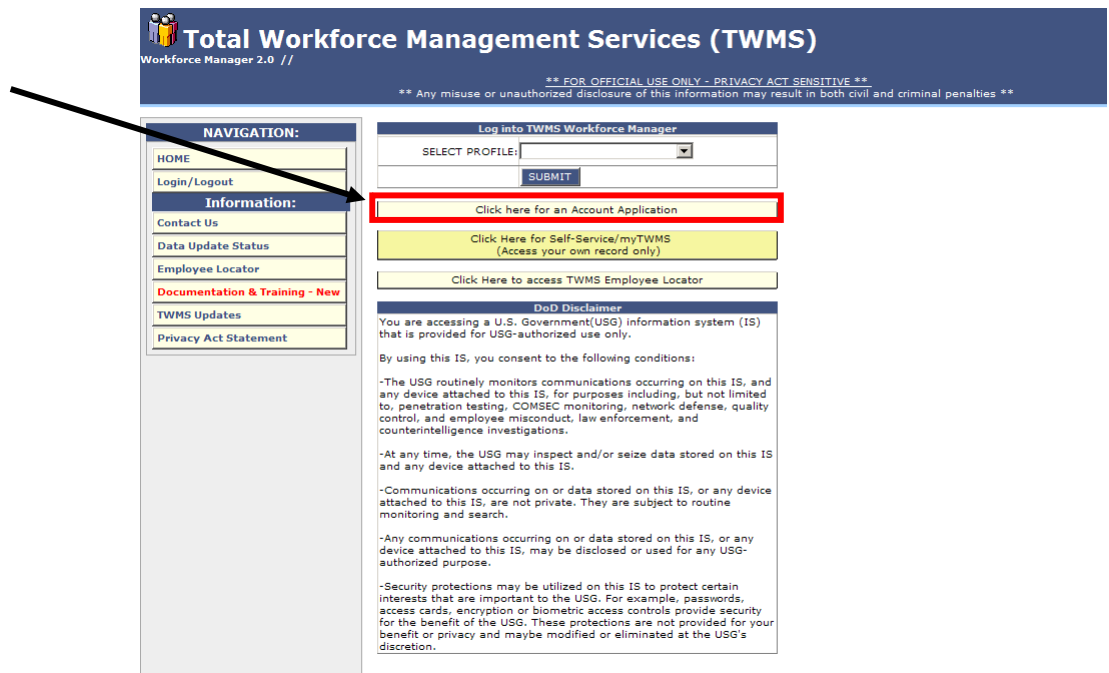
For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

Applying for a TWMS Account

4. If prompted, enter the PIN of your CAC and click **OK**.

5. Click the button labeled **Click here for an Account Application**.

Applying for a TWMS Account

6. Enter your last name, first name, and the last four digits of your SSN and then click **Find**. You must already have a record within the TWMS database in order to apply for an account.

Application for TWMS Account

Step 1: Find Your Record
Enter First Name, Last Name and last 4 of SSN then click the "Find" button. Once record(s) appear click on your current record.

Last Name Adam   First Name Robert   Last 4 of SSN 5555   Find

7. If your name is found in the TWMS database then it will appear here. Click the **Select** link next to your name to open the account application form. If your name is not found then please contact your local TWMS Administrator.

Application for TWMS Account

Step 1: Find Your Record
Enter Last Name, First Name and last 4 of SSN then click the "Find" button. Once record(s) appear click on the "Select" button of the row you wish to select.

Last Name adam   First Name robert   Last 4 of SSN 0050   Find

	Last Name	First Name	Employee Type
Select	ADAM	ROBERT	MA

8. If you have not completed the required DoD Personally Identifiable Information (PII) training then you must complete it before initiating your TWMS account application.

Application for TWMS Account

Before you can apply for a TWMS account, you must first complete the mandatory DOD Personally Identifiable Information (PII) training. You may complete the training in TWMS self service or via NKO. To take the training via TWMS self service, go to: https://MyTWMS.nmci.navy.mil\, then click on the "Online Training & Notices" button.

Applying for a TWMS Account

If your record was found then many of the fields will be pre-populated with information based upon your TWMS record.

9. Enter and/or correct all required fields.

10. After choosing the access level select from the available functional privileges that you may also require.

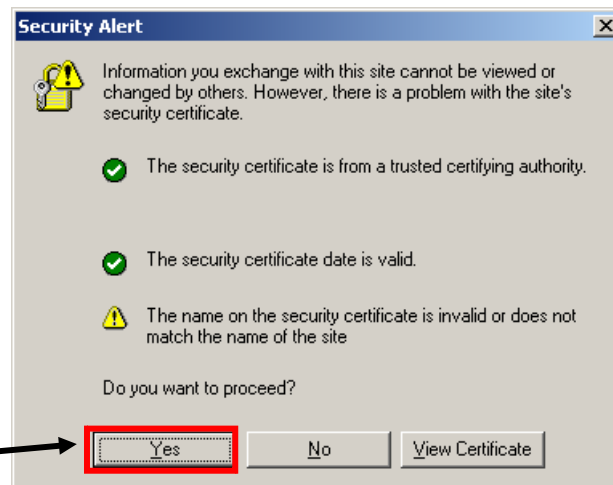11. Click the **Submit Application** button.

Logging on to TWMS
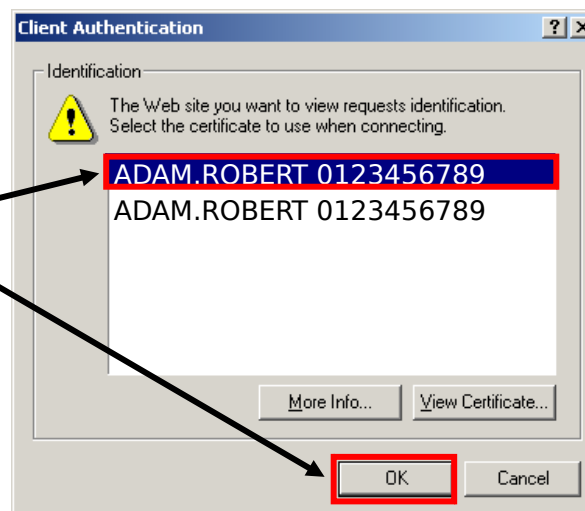
To log on to your TWMS account:

1. Make sure your Common Access Card (CAC) is inserted in its reader and then type the following URL in the address bar of your internet browser:

   Address https://twms.nmci.navy.mil/login.asp
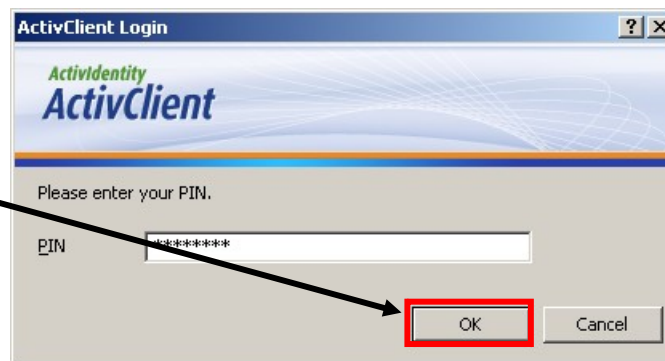
2. Click **Yes** if you get this dialog box.

3. Select the ID certificate from your CAC and then click **OK**. (In most cases it does not matter which certificate you choose.)
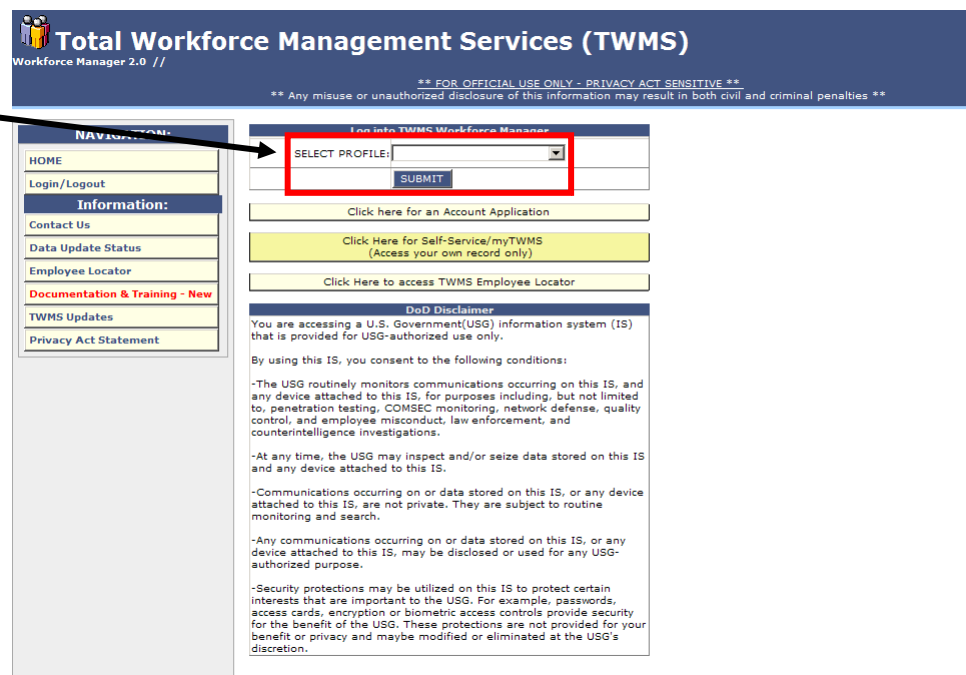

Security Alert

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

✓ The security certificate is from a trusted certifying authority.

✓ The security certificate date is valid.

⚠ The name on the security certificate is invalid or does not match the name of the site

Do you want to proceed?

[Yes]   [No]   [View Certificate]

Client Authentication

Identification

⚠ The Web site you want to view requests identification. Select the certificate to use when connecting.

ADAM.ROBERT 0123456789
ADAM.ROBERT 0123456789

[More Info...] [View Certificate...]

[OK] [Cancel]

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

Logging on to TWMS

4. If prompted, enter the PIN of your CAC and click **OK**.

5. Select your profile from the dropdown and then click **Submit** or press "Enter" on your keyboard. If you only have one TWMS account then you will only see one profile listed.

Managing Your CyberSecurity Workforce

To view and/or edit the CyberSecurity Workforce details of an employee*:

1. From the Home page click on the **name** of the employee that you are interested in.

   *You must have the appropriate permissions to view and/or edit an employee's CyberSecurity Workforce information.

Note: The term "IA Workforce" is often referred to in the TWMS screen captures founds in this guide. They are equivalent to the term "CyberSecurity Workforce".

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

Managing Your CyberSecurity Workforce

2. Click the **CyberSecurity Workforce Info** button.

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

Managing Your CyberSecurity Workforce

The form displayed here shows the CyberSecurity Workforce Information and also the certifications held by this employee. What is selected in the "DOD Workforce IA Category" and "DOD Workforce IA Level" fields will determine what is required for the employee to be 100% in their readiness status.

3. Complete the form with the appropriate information using the dropdown menus and calendar.

Note: The "DOD Workforce IA Employee Readiness Status" indicator will automatically change depending upon the number of requirements that have been satisfied for the selected IA Category and IA Level.

4. Click the percentage complete link to view the IA Readiness Matrix.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N6	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
MANAGEMENT ANALYST	GS	2210	10	10

CYBER SECURITY WORKFORCE INFORMATION

DOD WORKFORCE IA CATEGORY:	MANAGERIAL	DOD WORKFORCE IA LEVEL:	LEVEL III
DOD WORKFORCE IAM DESIGNATION LETTER ISSUE DATE:		DOD WORKFORCE IA PAA COMPLETE:	No
DOD WORKFORCE IA SPECIAL CODE:	INFORMATION SECURITY (INFOSEC)	DOD WORKFORCE IA DUTY CODE:	PRIMARY (25 - 40 HOURS)
DOD WORKFORCE IA PQS COMPLETE:	No	DOD WORKFORCE IA EMPLOYEE READINESS STATUS:	50% Complete
DCPDS DOD WORKFORCE IA CATEGORY:		DCPDS DOD WORKFORCE IA LEVEL	
DCPDS DOD WORKFORCE IA SPECIAL CODE:		DCPDS DOD WORKFORCE IA DUTY CODE:	

Update

EMPLOYEE IDENTIFIED CERTIFICATIONS

CERTIFICATION TYPE	CERTIFICATION DATE	CERTIFICATE NUMBER	CERTIFICATION PROVIDER	ACTION
CERTIFIED INFORMATION SYSTEMS SECURITY (CISSP)	12/17/1997		ISC	Edit Delete

Insert A New Certification

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

Managing Your CyberSecurity Workforce

The IA Readiness Matrix displays, for each DoD Workforce IA Category, the requirements of that category and the weighted percentage of each.

Example:

For all levels of the Managerial DOD IA Workforce category then the requirements are as follows:

- *Personal Qualification Standard (PQS) Completed (25%)*

- *Current IAM Command Designation Letter (25%)*

- *Completing the training for the listed occupational series for APF/NAFI employees or the DNEC for military active duty and also entered into TWMS (25%)*

- *1 or more IA certifications which have been included in TWMS (25%)*

IA READINESS MATRIX

Information updated as of: 21 JANUARY 2010

CND

ANALYST: GIAC Certified Intrusion Analyst (GC...)
Certified Ethical Hacker (CEH)

...ced Intrusion

LEVEL I and II: Certified Information Systems Security (C...

...Information Systems Security ...
... Systems Sec...

IAM level I, II, III (Managerial or DAA)

REQUIREMENTS:
PQS Completed **(25%)**
Current IAM Command Designation Letter **(25%)**
Training completed **(25%)**
APF/NAFI Civilians with an Occupational Series = 2210 or
Military Active Duty Personnel with a Designated NEC (DNEC) of the following: 7420, 7440, 1600, 1610, 6240, 6440 *Training considered satisfied
Others outside of DNEC/Occupation Series: Training courses completed and entered into TWMS (IAM Level I, II, or III Training)
1 or more INFORMATION ASSURANCE (IA) certifications in TWMS (25%)

LEVEL I: COMPTIA Security+ Certification
GIAC Security Leadership Certification (GSLC)
GIAC Information Security Fundamental (GISF)
Certification & Accreditation Professional (CAP)

LEVEL II and III: Certified Information Systems Security (CISSP)
GIAC Information Security Fundamental (GISF)
GIAC Security Leadership Certification (GSLC)
Certified Information Security Manager (CISM)
Certification & Accreditation Professional (CAP)

IAT level I, II, III (T...
REQUIREM...
Personal Qualification Stan...
Priviledged Access Agr...
Trai...

Managing Your CyberSecurity Workforce

Note: *Here the "DOD Workforce IA PQS Complete" field is changed from No to Yes. Clicking Update will change the readiness status percentage for this employee.*

5.   Click the **Update** button to save any changes to the IA Workforce Information.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
CAYCE, EDGAR SR	DEMO1 / N02	DEMO1 / N6	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	OCC SRS/GROUP	GRADE/PAY BAND	TARGET
MANAGEMENT ANALYST	GS	0343	10	10

IA WORKFORCE INFORMATION

DOD WORKFORCE IA CATEGORY:	MANAGERIAL		2210 WORKFORCE IA LEVEL:	LEVEL III
DOD WORKFORCE IAM DESIGNATION LETTER ISSUE DATE:		CYBER SECURITY WORKFORCE INFORMATION	DOD WORKFORCE ... COMPLETE:	
DOD WORKFORCE IA SPECIAL CODE:	INFORMATION SECURITY (INFOSEC)		DOD WORKFORCE IA DUTY CODE:	PRIMARY (25 - 40 HOURS)
DOD WORKFORCE IA PQS COMPLETE:	Yes		DOD WORKFORCE IA EMPLOYEE READINESS STATUS:	▪ 50% Complete
DCPDS DOD WORKFORCE IA CATEGORY:			DCPDS DOD WORKFORCE IA LEVEL	
DCPDS DOD WORKFORCE IA SPECIAL CODE:			DCPDS DOD WORKFORCE IA DUTY CODE:	
		Update		

EMPLOYEE IDENTIFIED CERTIFICATIONS

CERTIFICATION TYPE	CERTIFICATION DATE	CERTIFICATE NUMBER	CERTIFICATION PROVIDER	ACTION
CERTIFIED INFORMATION SYSTEMS SECURITY (CISSP)	12/17/1997		ISC	Edit Delete
Insert A New Certification				

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

Managing Your CyberSecurity Workforce

6. If you want the change to reflect on the billet linked to this employee then click **OK**. Otherwise click **Cancel**.
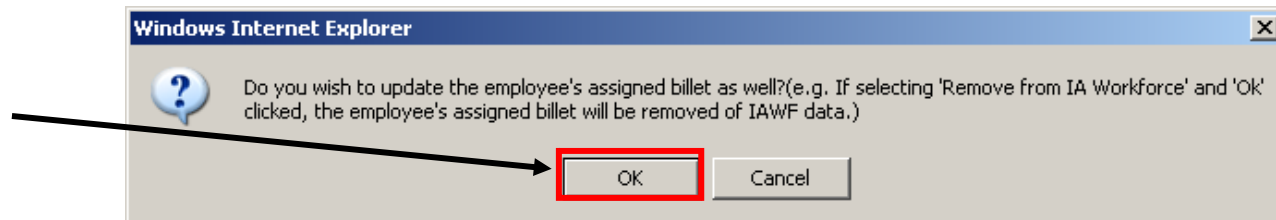
Note: The "DOD Workforce IA Employee Readiness Status" indicator has now changed to 75% Complete as a result of the update.

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

Gaining Contractors

Your CyberSecurity Workforce may consist of a variety of employee types including contractors. With the appropriate permissions, TWMS allows you to "gain" your contractor employees into your program so you can also administer their CyberSecurity Workforce information.

To gain a contractor*:

1. Click on the **Add/Gain An Employee** button on the Actions Menu.

2. Enter the last name or SSN of the employee you would like to add.

3. Click **Select** to choose the UIC this person will be added to.

You must have the appropriate access level to gain a contractor.

ACTIONS:

- Add/Gain an Employee
- Ad-Hoc Reporter
- Dashboard View
- Manage Non-Navy Personnel
- Report Services
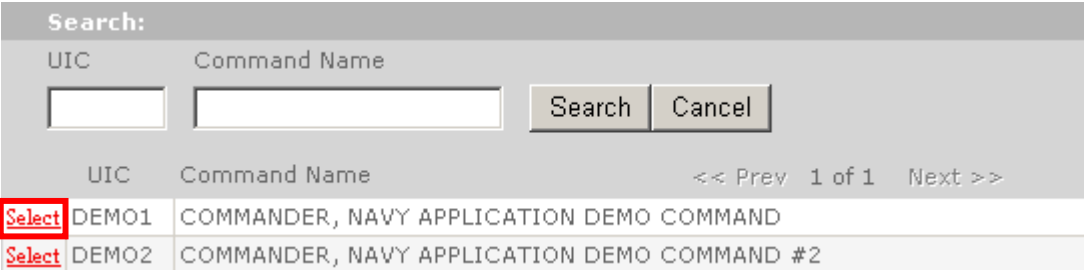- Tools/Functions
- View/Update your Profile

STEPS:
1. Enter the Last Name (required) and First Name (optional) OR the entire SSAN of the employee.

2. Click the "Select" button to find and select the UIC you are adding/gaining employee into.

3. Click the "Search" button to search for the employee in the TWMS database.

Last Name (Primary Search)	First Name
Russell	

OR

SSAN

SELECT THE UIC YOU ARE ADDING/GAINING EMPLOYEE INTO

Select

Search

Gaining Contractors

A new window will display allowing you to search and select the UIC you will add the contractor into.

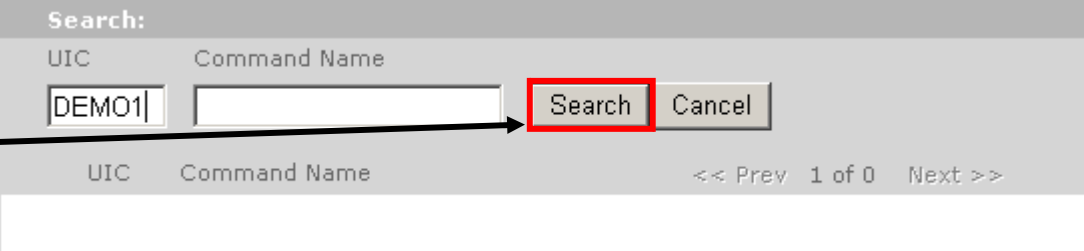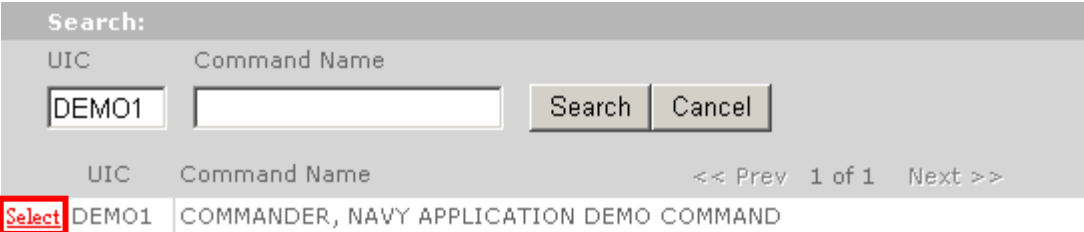4a. If the UIC is already displayed then click the corresponding **Select** link. Go to step 6.

OR

4b. If the UIC is not displayed then enter the UIC or the complete or partial Command Name and then click **Search**.

5. From the resulting search, click the corresponding **Select** link of the UIC.

Gaining Contractors

The selected UIC will now display.

2. Click Search.

STEPS:
1. Enter the Last Name (required) and First Name (optional) OR the entire SSAN of the employee.

2. Click the "Select" button to find and select the UIC you are adding/gaining employee into.

3. Click the "Search" button to search for the employee in the TWMS database.

Last Name (Primary Search)	First Name
Russell	

OR

SSAN

SELECT THE UIC YOU ARE ADDING/GAINING EMPLOYEE INTO

DEMO1 - COMMANDER, NAVY APPLICATION DE [Select]

[Search]

3. From the resulting list, select the name of the contractor you would like to gain by clicking on the **Gain Employee** link.

CONTRA...

RUSSELL, GARY EUGENE FN - 8930	32182 - STUNN...	MILITARY-ACTIVE	Active - On Board	
RUSSELL, GEORGE EDWARD CTR1 - 9599	40075 - NIOC HAWAII/FIG 6 DS SURF	MILITARY-ACTIVE	Active - On Board	
RUSSELL, GEORGE L - 2269	65923 - FLTREADCEN EAST	CIVILIAN-APP	Active - On Board	
RUSSELL, GEORGE - 0003	DEMO2 - COMMANDER, NAVY APPLICATION DEMO COMMAND #2	CONTRACTOR	Active - On Board	Gain Employee
RUSSELL, GERALD GLENN HM1 - 4603	48139 - 1ST MAR DIV DET 29 PALMS	MILITARY-ACTIVE	Inactive/Separated	
RUSSELL, GERALD ADELBERT BU2 - 6073	55614 - COM TWO TWO NCR GULFPORT	...ARY-	Inactive/Separated	

...AST REGIONAL M...

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

Gaining Contractors

The yellow fields in the new form displayed below must be completed to gain this employee. Pre-populated fields can also be changed as needed.

5. Enter the information in each of the required yellow fields to complete this form.

6. As required, enter or change any of the other fields.

7. Click the **Submit Contractor** button.

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

Gaining Contractors

The new contractor is now displayed on the Home page ready for updates to their IA Workforce Information.

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

CyberSecurity Workforce - Reports

TWMS offers a wide variety of reports available to users. Your TWMS access level will determine the reports you have access to. Several of these reports will help you to manage your CyberSecurity Workforce.

To view TWMS reports:

1. Click on the **Reports Services** button on the Actions Menu.
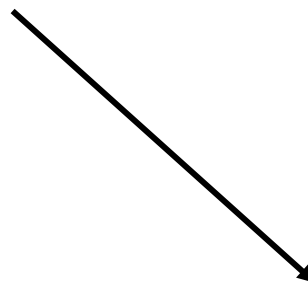
ACTIONS:

- Add/Gain an Employee
- Ad-Hoc Reporter
- Dashboard View
- Manage Billets
- CBCA: Manage Missions
- Manage Non-Navy Personnel
- Muster Employees
- Report Services
- Tools/Functions
- View/Update your Profile

CyberSecurity Workforce - Reports

If you have the CSWF access level then you will only see these reports. The CyberSecurity Workforce reports are displayed here. Go to step 3.

ELSE

If you have another TWMS access level then, by default, the "General/Administrative" reports will display. Go to step 2.

2. To view the CyberSecurity Workforce reports for all other access levels, click on the **Training & Education/Security/IA** tab.

IAWF Reports

Master UIC Roster	TWMS Mass Upload Standard Spreadsheet
Alpha Roster (Standard)	Authorized & On-Board Status (ALL)
Alpha Roster (with Geographic Location)	Authorized & On-Board Status (ALL no groups)
Alpha Roster (IA)	SAAR-N Listing
Training Completed	Training Not Completed
CTO-TASKING Status Report	CTO-TASKING Individual Report
CNIC CNO MESSAGE RO922202 FEB 09 COMPLIANCE REPORT	CNIC CNO MESSAGE RO922202 FEB 09 COMPLIANCE REPORT DETAIL
No Fear Training Statistics	No Fear Training Details
Employee Combined Demographic Charts (By UIC)	AMD Organization Roster
AMD Unassigned Employee List	IA Workforce Roster
IA Workforce Primary Duty Positions	IA Workforce Additional/Embedded Duty Positions
IA Workforce Certified Statistics	IA Workforce Certified
IA Workforce Billet Status	IAWF Employee Roster
IAT Workforce Certified Statistics	BSO Military IT Workforce
IAT Workforce Certified Statistics - version 2	IA Workforce - IA Certification Statistics (People)
Table 1: Civilian Primary Duty IA Positions	Table 2: Civilian Addtional/Embedded Duty IA Positions
Table 3: Active Military Primary Duty IA Billets	Table 4: Active Military Addtional/Embedded Duty IA Billets
Table 5: Reserve Military Primary Duty IA Billets	70-290/70-291 Cert Report
Navy IAWF Waiver Status	Command IAWF Waiver Status

Report Search: [ ] Find Reset

General/Administrative	**Alpha/On-Board/Recall/Muster**	**Training & Education/Security/IA**
Demographics	**Manpower & Billet Management**	

Birthday Listing	Employee Data Exceptions
Command Annual Recognition (NADEP)	MET Costing Report
Employee Labels	Master UIC Roster
Gains & Losses - History	Master UIC POC Roster
Phone Roster (By UIC)	Projected Gains
Projected Losses	Separated Employee Listing
STATS Input Report	Tenant/Owning Base Reference
Tenant/Owning Counts	Southwest Region Transportation Incentive Program (TIP)
Tickler Report	TWM Users
HRSC Help Desk Employee Data	Civilian Bargaining Unit Status List
CNRSW Federal Fire Report	CNRSW Federal Fire Report (No Salaries)
Civilian PD Number Listing	Civilian Reservist Recall Roster
Within Grade Increase Schedule	Within Grade Increase Due for Next 90 Days
Civilian Workforce General Information	Financial Civilian Labor by CAC
LWOP Listing	Overdue Check-In/Check-Out
Assigned Assets Report	TWMS Mass Upload Standard Spreadsheet
Acquisition WorkForce	
Self Service Usage by Name	
CNIC Self Service Validator	

CyberSecurity Workforce - Reports

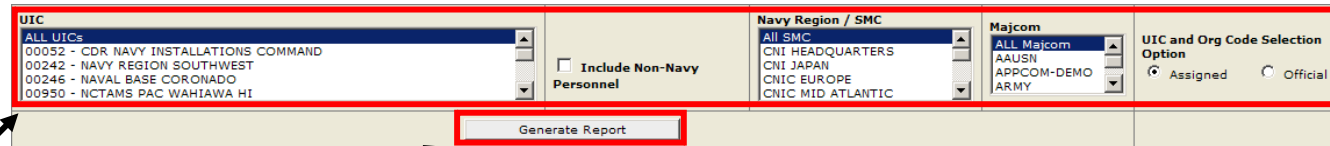*The CyberSecurity Workforce reports are outlined here.*

3. Click on the name of the CyberSecurity Workforce report you would like to view.

Report Search: [   ] [Find] [Reset]

| General/Administrative | Alpha/On-Board/Recall/Muster | Training & Education/Security/IA | Demographics |
| Payroll & Leave | Manpower & Billet Management | Awards & Performance | CBCA |

IA Awareness Training Completed	IA Awareness Training Not Completed
IA Awareness Training Statistics Report	
Employee Language Skills	Educational Levels
Education Levels Chart	
Security Roster (ALL)	Overdue Investigations
Deployment (IA) - Current	Top Secret Security Report
TAD - Current	
Deployment Summary (Regional)	Deployment Eligibility Query
Deployment History	Deployment (IA) - Future
CTO-TASKING Status Report	CTO-TASKING Individual Report
IA Workforce Roster	
IA Workforce Additional/Embedded Duty Positions	IA Workforce Primary Duty Positions
OGE Form 450 Filers	Employee Training DCPDS Invalid
SAAR-N Listing	IAWF Employee Roster
Remote Access Listing	Privileged User Agreement Listing
IA Workforce - IA Certification Statistics	OWA Outlook Web Access Listing
IA Workforce - IA Certification Statistics (People)	
IA Workforce Billet Status	IA Workforce - IA Certification Graphs
Training Completed	Training Not Completed
Training Statistics by Requirement	Training Requirements
DAWIA Listing	IAWF - IAT Operating Systems Certification Statistics
DAWIA WorkForce Data	Cell Phone TWMS Audit
Employee SAAR Management Report	Certifications
Navy IAWF Waiver Status	Command IAWF Waiver Status
IDP Area of Development	IDP Course Decision
IDP Course Description	IDP Status
IDP Training Institution and Cost	
SF-182 List	

CyberSecurity Workforce - Reports

A filter window will always be displayed when running a report. This window will provide several optional filters that will help you to determine the records you want included in your report.

4. As necessary, choose the optional UIC(s), Navy Region/SMC, Majcom, and/or UIC/Org Code filters for this report.
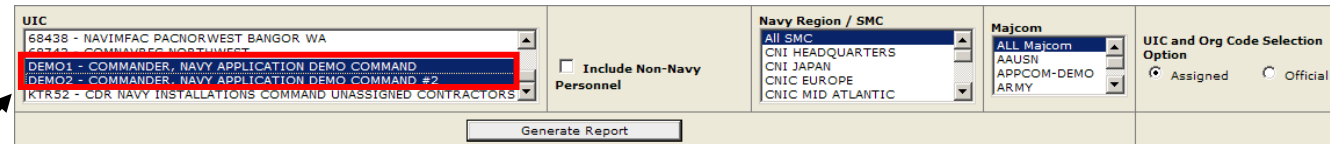

5. Click the **Generate Report** button.

6a. If you are not satisfied with the results then select other filters and click the **Generate Report** button again. Go to step 7.
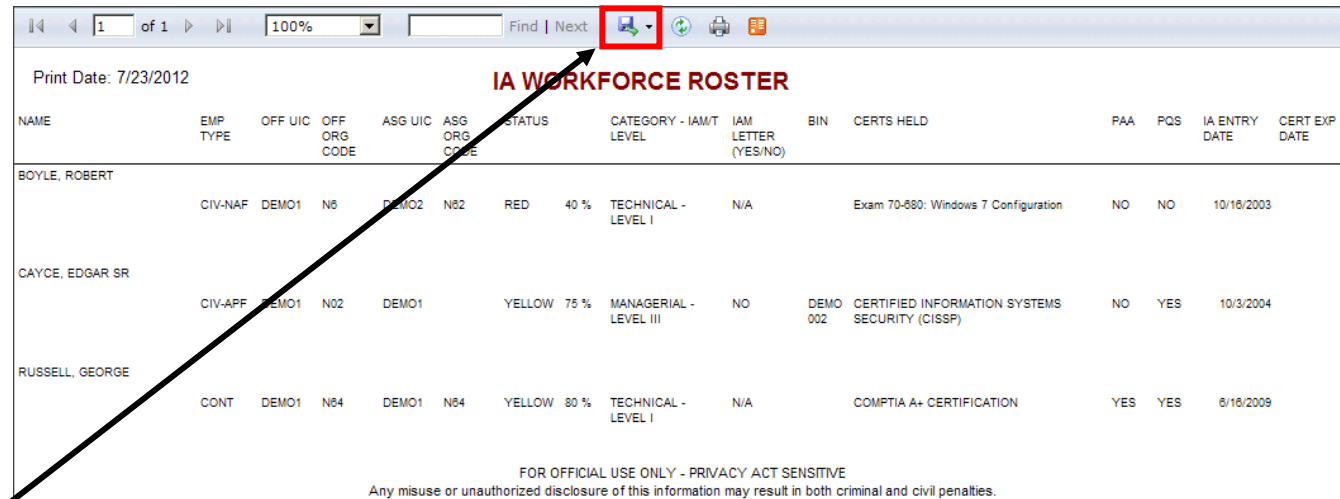

OR

CyberSecurity Workforce - Reports

6b. If you are satisfied with the results then go to step 7.

7. Click the **Export** icon dropdown box and choose the desired format of this report for exporting.
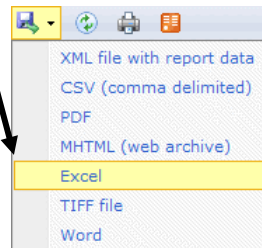
CyberSecurity Workforce - Reports

Your report will open in a new window. When exporting a report you have the option to either open it or save it. Opening it will display the report in the format you selected. Saving it will enable you to display it a later time.

8. Click **Open** to open the report in Excel.
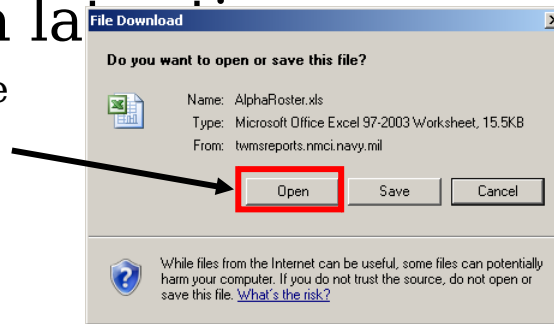
9. Click the **Save** button and provide the name of the report and the path where you want to save it.
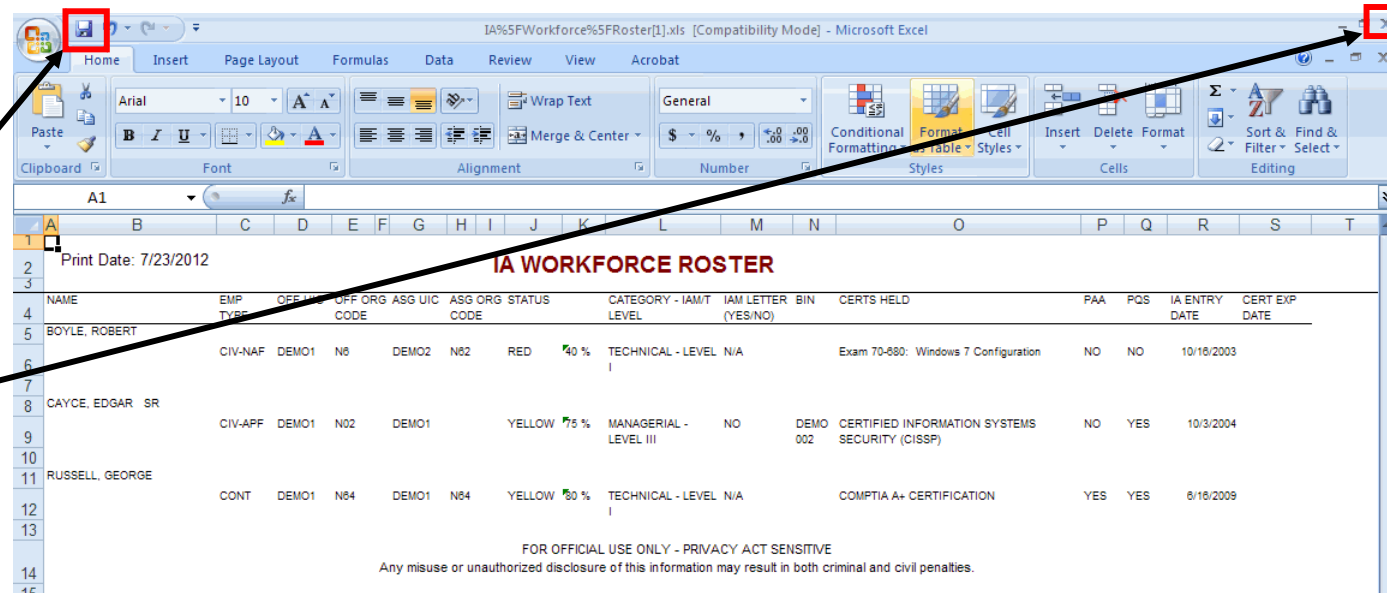
10. Close the window when you are finished with the report.

CyberSecurity Workforce – Dashboard

The Dashboard provides access to a high-level view of the information related to your TWMS account. Displayed in the dashboard are numerous charts and tables reflecting the numeric totals of the selections you make.

To view TWMS' Dashboard:

1. Click on the **Dashboard View** button on the Actions Menu.
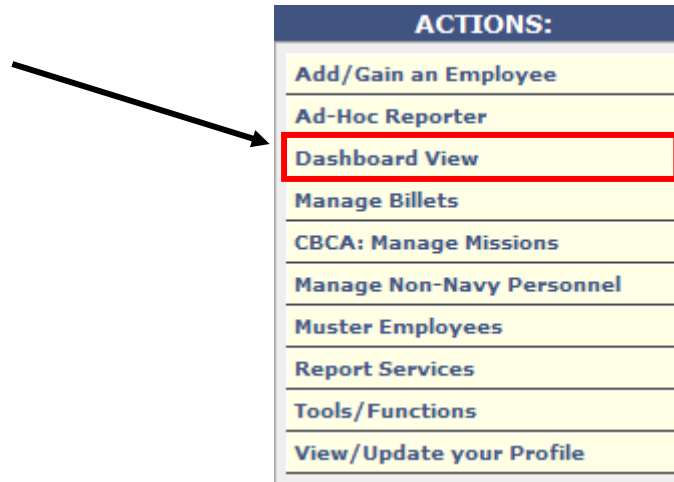
CyberSecurity Workforce – Dashboard

The default view displays the Current On Board status of the workforce you have access to based upon your account profile.

2. Click on the **DON IA Workforce** tab.
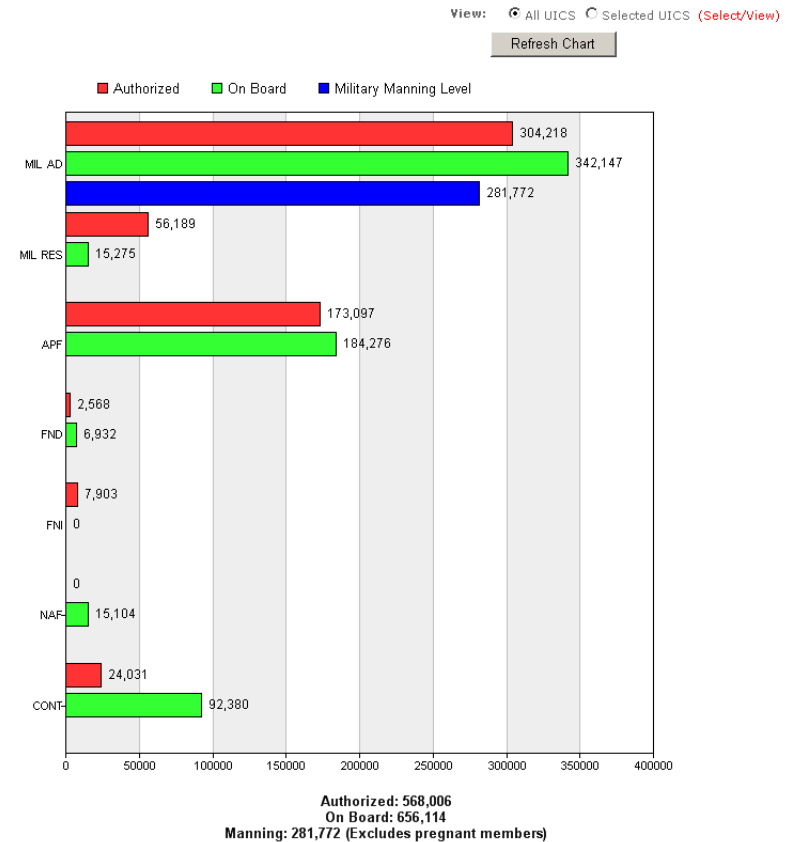
For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

CyberSecurity Workforce – Dashboard

This tab initially displays the readiness percentage of the total CyberSecurity Workforce by BSO.

To drilldown for more details of a BSO by SMCs:

Any of the displayed listings can be printed by clicking the print link.

3. Click on the SMC link of the BSO you are interested in.

| | Current On Board | IA Deployed | Demographics | **DON IA Workforce** | Muster |

Worforce By BSO >

IA Worforce By BSO

Click to Print This Page

Drilldown	BSO	BSO NAME				
SMC	NV02	CENTRAL OPERATING ACTIVITY (COA)	0-25	25-50	50-75	75-100
SMC	NV11	CHIEF OF NAVAL OPERATIONS (CNO) ASSISTANT FOR FIELD SUPPORT (N09B)	0-25	25-50	50-75	75-100
SMC	NV12	ASSISTANT FOR ADMINISTRATION, OFFICE OF UNDER SECRETARY OF THE NAVY (AAUSN)	0-25	25-50	50-75	75-100
SMC	NV14	CHIEF OF NAVAL RESEARCH (CNR)	0-25	25-50	50-75	75-100
SMC	NV15	OFFICE OF NAVAL INTELLIGENCE (ONI)	0-25	25-50	50-75	75-100
SMC	NV18	CHIEF, BUREAU OF MEDICINE AND SURGERY	0-25	25-50	50-75	75-100
SMC	NV19	COMMANDER, NAVAL AIR SYSTEMS COMMAND	0-25	25-50	50-75	75-100
SMC	NV22	CHIEF OF NAVAL PERSONNEL (CHNAVPERS)	0-25	25-50	50-75	75-100
SMC	NV23	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND	0-25	25-50	50-75	75-100
SMC	NV24	COMMANDER, NAVAL SEA SYST COMMAND	0-25	25-50	50-75	75-100

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

CyberSecurity Workforce – Dashboard

This view displays the readiness percentage of the total CyberSecurity Workforce by SMCs within the chosen BSO.

To drilldown for more details of an SMC by UICs:

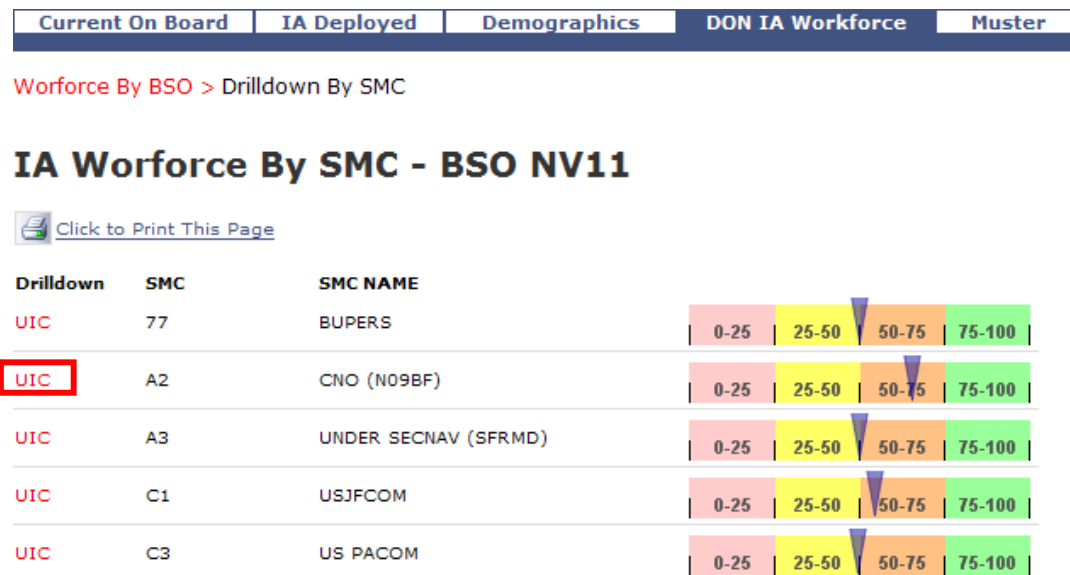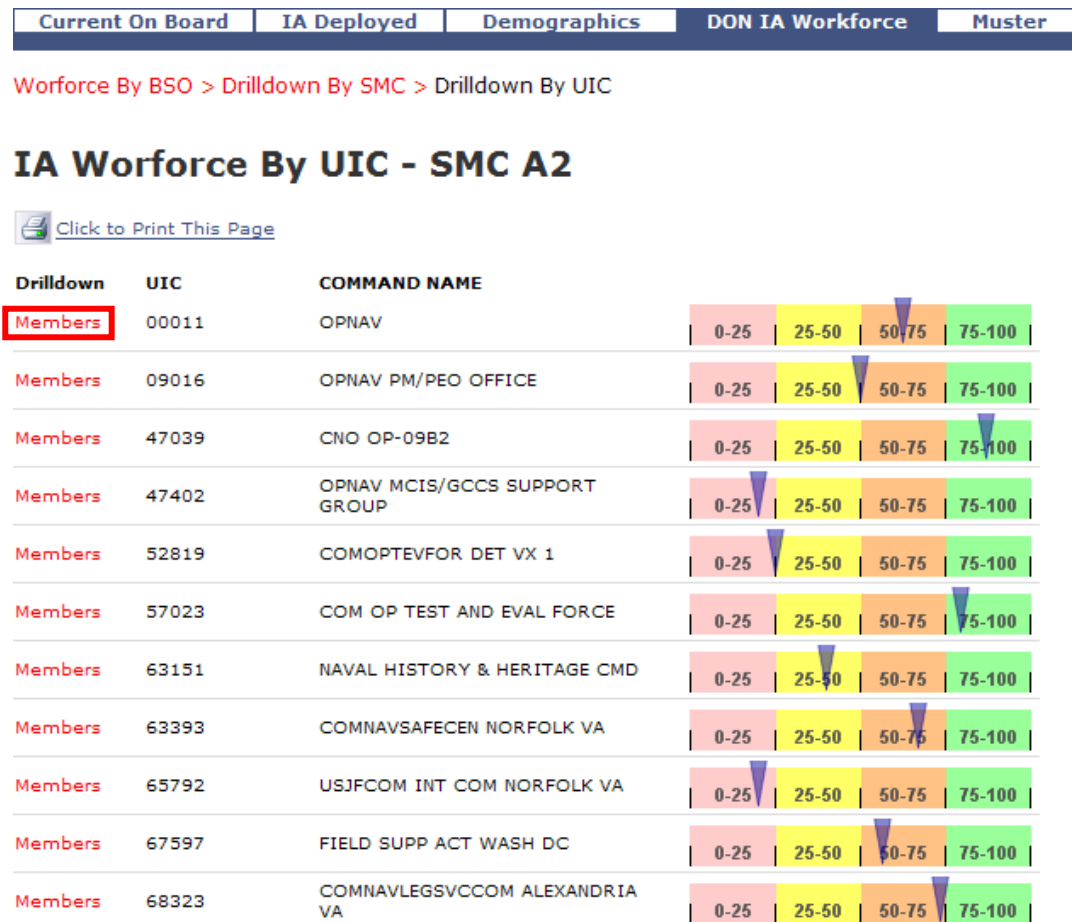4. Click on the UIC link of the SMC you are interested in.

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

CyberSecurity Workforce – Dashboard

This view displays the percentages of the CyberSecurity Workforce by UICs within the chosen SMC.

To drilldown for more details of a UIC by Members within the UIC:

5. Click on a Members link of the UIC you are interested in.

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*

CyberSecurity Workforce – Dashboard

This tab displays the readiness percentages of an individual within the CyberSecurity Workforce of the selected UIC.

6. Click on the name of any member to see their CyberSecurity Workforce Information form*.

   *You must have the appropriate access to view an employee's CyberSecurity Workforce Information form.

For Official Use Only * Safeguard in accordance with the provisions of the Privacy Act*